



## City of Austin - JOB DESCRIPTION



### Airport Property Program Mgr

<b>FLSA:</b>	Standard/Exempt	<b>EEO Category:</b>	(20) Professionals
<b>Class Code:</b>	10410	<b>Salary Grade:</b>	UE1
<b>Approved:</b>	January 03, 2013	<b>Last Revised:</b>	September 18, 2013

#### Purpose:

Under nominal supervision or working independently, identify, develop and review business opportunities and develop, monitor, negotiate and implement contracts.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Provide information/guidance to current and potential customers concerning proposal and/or business plan requirements, business criteria, etc.
2. Assist in development of business strategies for targeted areas.
3. Review and provide recommendations for new business ideas to senior management.
4. Identify opportunities to secure advertising space throughout the terminal, parking, corporate host programs.
5. Monitor advertising and marketing income program contracts.
6. Analyze commercial real estate market conditions and work with private developers, as well as other interested parties, in marketing unleased space.
7. Consult with and maintain database of potential tenants.
8. Develop, maintain, and analyze concession revenues.
9. Monitor and audit advertising revenues and expenditures.
10. Negotiate contracts and agreements for use of properties and facilities.
11. Develop and maintain contract/lease management files.
12. Review contracts and ensure compliance with all local, state, federal laws and regulations.
13. Develop new contracts by researching; coordinating and compiling requirements; deciding and preparing effective supplemental terms and conditions; deciding and preparing effective contractor performance measurements.
14. Perform specific tasks related to the contract process for design and construction, or concessions/real property, leases, cultural, infrastructure usage, or grant contracts.
15. Develop and assist with negotiating contracts including researching requirements, designing strategies that meet business needs, and setting rental rates.
16. Gather revenue information; assemble spreadsheets, e.g., financial; write reports; analyze results; and review all non-legal pertinent information about prospective and current negotiations.

#### Responsibilities - Supervisor and/or Leadership Exercised:

May provide leadership, work assignments, evaluation, training, and guidance to others.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of city's policy of purchasing and/or contractual programs.

Knowledge of federal, state and local laws.

Skill in oral and written communications including public presentations.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software applications.

Skill in planning and organizing.

Skill in establishing and maintaining positive relationships with internal and external customers.

Skill in negotiating with various audiences to accomplish objectives.

Skill in leading teams.

Ability to work with frequent interruptions and changes in priorities.

Ability to design and interpret analytical information.

Ability to resolve contractual or purchasing issues.

Ability to exercise good judgment, tact and diplomacy in all public dealings.

#### Minimum Qualifications:

Bachelor's degree in Public or Business Administration, Economics, Accounting, Finance, or related field, plus four (4) years of experience involving property contract/lease management, or property management.

One (1) year of experience may substitute for one (1) year of the required education with a maximum substitution of four (4) years.

#### Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.